



March, 2012

Outreach Notice

USDA Forest Service • Eastern Region

CHIPPEWA NATIONAL FOREST

Cass Lake, Minnesota

218.335.8600

2012 STUDENT TEMPORARY EMPLOYMENT PROGRAM

The Chippewa National Forest offers a host of opportunities for part-time and temporary employment for students. The Student Temporary Employment Program (STEP) provides unparalleled opportunities for you to learn what it's like to work for the Forest Service, while gaining valuable first-hand work experience and earning money.

The Student Temporary Employment Program (STEP) allows high school, vocational/technical and four year college students like you to combine your academic studies with on-the-job experience. You'll work with Forest Service professionals while you earn money. The work you choose doesn't need to be related to your academic or career goals, and you can work part time when school is in session and/or full time during school break.

The Chippewa National Forest located in Northern Minnesota anticipates filling a variety of student positions this summer in the following disciplines:

<u>POSITION</u>	<u>DUTY LOCATION</u>
• Forestry & Recreation Aid/Tech	Walker, Deer River, Blackduck Minnesota
• Office Administration	Cass Lake, Minnesota

Job Duties:

Recreation Aides/Technicians:

Performs a variety of maintenance tasks at recreation sites and day use areas including cleaning toilets, trash removal, mowing lawns, collecting and processing recreation fees and enforcing Forest regulations, trail maintenance and reconstruction.

Forestry Aides/Technicians:

Reforestation, Timber Stand Improvement, collects seedling and tree data, layout and painting skid trails and timber sale boundaries, tallying and marking timber for harvest and other duties.

Office Administration:

Filing, photocopying, data entry, supply maintenance, back-up receptionist, providing routine office services supporting procurement, budgeting, personnel management and information technology.

Government bunkhousing is available in Blackduck and Deer River Minnesota. Approximate daily rate \$ 4.15/day. No government furnished housing available in Cass Lake or Walker Mn.

ELIGIBILITY:

To be eligible you must be enrolled or accepted for enrollment as a degree seeking student and taking at least a half-time course load at an accredited institution and have at least a 2.0 grade point average.

PAY RATES:

GS-2 @ \$10.95/hr , GS-3 @ \$11.95/hr, GS -4 @ \$13.41/hr (Dependent On Qualifications)

HOW TO APPLY:

You will need to provide the following information if you wish to be considered for a student appointment:

- ☐ [Completed STEP application \(OF-612\)](#), or other form of application
Click to download or got to: www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5275010.pdf
- ☐ Copy of current transcripts verifying enrollment status (or a letter of intent from your high school counselor).
- ☐ Attached Student pre-employment eligibility form

Submit completed application and materials by: Friday, April 13, 2012

Hardcopy Mail, E-mail or Hand Deliver to:

Att: Carolyn Upton,
Chippewa National Forest, Walker District Ranger
201 Minnesota Ave. E
Walker, MN 56484
Carolyn Upton (218) 547-1044
e-mail: cupton@fs.fed.us

For general information/questions contact:

Deer River District Ranger, Jason Kuiken (218) 246-2123
Blackduck District Ranger, Greg Morris (218) 835-4291
Cass Lake Administration/Tribal Liaison, Neil Peterson (218) 335-8646

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

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ABOUT THE LOCAL COMMUNITIES:

Cass Lake, Minnesota: population 973

Cass Lake is located within the Leech Lake Reservation and the Chippewa National Forest. Cass Lake area residents enjoy its natural beauty, friendly community, good schools and various civic, cultural and historic activities and facilities, ranging from local pow wows to museums and historical sites.

The community of Cass Lake is the major population, education, economic and government center on the Leech Lake Reservation. The city has a population of 923 residents, the Greater Cass Lake area 2,341 people and the Leech Lake Reservation 11,801 people. Major employers in the area are the Leech Lake Band of Ojibwe Tribal Council, Independent School District #115, the US Forest Service, the consolidated Minnesota Chippewa Tribes, Teal's Super Value, Cass Forest Products, and the Bureau of Indian Affairs.

Health care - Cass Lake Merit Care Clinic and Cass Lake Indian Hospital.

Blackduck, Minnesota: population 2047

Located near Blackduck Lake along the northwest edge of the Chippewa National Forest (just 25 miles north of Bemidji), Blackduck is known for its unique recreational opportunities and scenic attractions. Blackduck is also a wonderful place to raise a family! From great schools to great fishing, from quality healthcare to world class hunting, it's the perfect place to settle down in northern Minnesota.

Deer River, Minnesota: population 934

The Deer River Ranger District is located in Deer River, Minnesota with the closest larger city of Grand Rapids approximately 15 miles away. Deer River is at the gateway to the Chippewa National Forest and home of the world's largest Wild Rice Festival. Within minutes of the community are the largest white pine forests in northern Minnesota offering a retreat for hunters, hikers, campers, snowmobilers, and cross-country and downhill enthusiasts. The crystal clear water of glacial lakes and thousands of streams provides a pristine setting for swimming, boating, fishing, and other water activities.

Walker, Minnesota: population 950

Walker is located on Leech Lake, the third largest lake in Minnesota. This family community is a popular four-season vacationland for many visitors. Downtown Walker bustles with activity in the summer as vacationers, summer residents, and visitors enjoy the lakeside and downtown shopping. There's always something going on in Walker, whether it's the February International Eelpout Festival or the Yikes!Bikes! Bike Tour in July. Major employers are Northern Lights Casino, Ah Gwah Ching Center, Cass County and the Walker School District. Combined communities offer educational opportunities for K-12.

Health care facilities in the Walker area include Dakota Clinic and the Walker Merit Care Clinic.



Outreach Notice Form

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CHIPPEWA NATIONAL FOREST

200 Ash Avenue NW
Cass Lake, Minnesota, 56633
218 335 8600

STUDENT EMPLOYMENT PRE-EMPLOYMENT ELIGIBILITY FORM

TO BE COMPLETED BY THE STUDENT

Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

_____ I am currently attending, or am going to attend an accredited school next semester.

Name of school attending _____ OR

will be attending _____

Projected year of graduation _____

_____ I will submit a copy of current transcripts.

Dates available for work: Start _____, End _____

_____ My completed application (or resume) is attached.

- Position preference: Forestry Recreation Office Administration No preference
- Location preference: Blackduck Deer River Walker Cass Lake No preference

Student's Signature : _____

“The USDA Forest Service is an equal opportunity provider and employer”

TO BE COMPLETED BY ADVISOR/COUNSELOR/REGISTRAR

Name of School: _____

Is student in good standing with the school? YES ___ NO ___

GPA: _____

Is student enrolled at least half time? YES ___ NO ___

ADVISOR/COUNSELOR/REGISTRAR DATE
TO BE COMPLETED BY SELECTING OFFICIAL/AGENCY

Signature

Date